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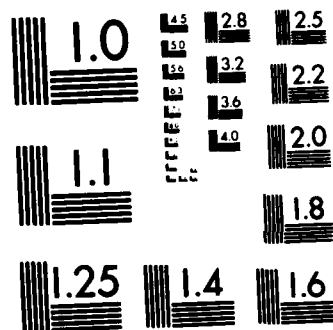
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## NOHIMS USERS' GUIDE: INTRODUCTION AND OHS OPTIONS

L. HERMANSEN

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**NAVAL HEALTH RESEARCH CENTER**

P. O. BOX 85122  
SAN DIEGO, CALIFORNIA 92138

**NAVAL MEDICAL RESEARCH AND DEVELOPMENT COMMAND**  
BETHESDA, MARYLAND

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NOHIMS USERS' GUIDE: INTRODUCTION AND OHS OPTIONS

Larry Hermansen

Environmental Medicine Department

Naval Health Research Center, San Diego

Naval Health Research Center

P. O. Box 85122

San Diego, California 92138-9174

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# SUMMARY

The Naval Occupational Health Information Management System (NOHIMS) will help coordinate various components of the Navy's occupational health program. The NOHIMS USERS' GUIDE describes the various options available in the environmental component of NOHIMS, their uses, and rules for operation of the system. The six primary modules include Agency Data, Personnel Data, Environmental Data, Survey Data, Hazard Data, and Maintenance. Operations within each module are described in detail.

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## NOHIMS USERS' GUIDE: Introduction and OHS Options

### I. INTRODUCTION TO THE NAVY OCCUPATIONAL HEALTH INFORMATION MANAGEMENT SYSTEM (NOHIMS)

The objective of NOHIMS is to provide an information system that will coordinate the components of the Navy's occupational health program in order to meet the requirements of the Occupational Safety and Health Act of 1970 and Navy occupational health directives. The primary functions performed by this system include: identification of individuals exposed to work place hazards, scheduling potentially exposed workers for periodic examinations, automatic forwarding of worker exposure histories to medical personnel, storage and retrieval of medical and environmental data, and storage of information for epidemiological analyses. For these functions to be executed, data is required from the personnel department, from industrial hygienists, and from the medical department. These data are placed into context using reference tables compiled from authoritative sources to form reports for physicians, industrial hygienists, safety specialists, and management.

NOHIMS consists of an Environmental Component and a Medical Component. The Medical Component is implemented using an existing program package called COSTAR (Computer Stored Ambulatory Record). The COSTAR system was originally developed at Massachusetts General Hospital. The Environmental Component is entirely new software developed by the Naval Health Research Center to manage personnel, environmental, and hazardous substance data. These two components, medical and environmental, can operate separately as "stand alone" systems, or they can function in unison. This guide contains descriptions and rules for operation of the system options available in the Environmental Component of NOHIMS.

### II. INTRODUCTION TO THE OCCUPATIONAL HEALTH SYSTEM (OHS)

The Environmental Component or Occupational Health System (OHS), as it will be referred to, contains six primary modules:

1. AGENCY DATA
2. PERSONNEL DATA
3. ENVIRONMENT DATA
4. SURVEY DATA
5. HAZARD DATA
6. MAINTENANCE

Each module contains a number of different options which allow the user to interact with OHS. An outline of these options follows:

#### OCCUPATIONAL HEALTH SYSTEM (OHS) OPTIONS

##### I. AGENCY DATA

- A. DEFINE ORGANIZATION
- B. EDIT/UPDATE ORGANIZATION

C. PRINT/DISPLAY ORGANIZATION

II. PERSONNEL DATA

- A. PERSONNEL DATA ENTRY
- B. WORKPLACE ASSIGNMENT/TERMINATION
- C. HAZARD EXPOSURE/EXAMINATION REPORT
- D. TRAINING HISTORY
- E. SAFETY EQUIPMENT
- F. EDIT/UPDATE PERSONNEL DATA
- G. DISPLAY/PRINT PERSONNEL DATA

III. ENVIRONMENT DATA

- A. DEFINE ENVIRONMENTS
- B. PRINT/DISPLAY ENVIRONMENTS
- C. LIST WORKER ASSIGNMENTS
- D. EDIT/UPDATE ENVIRONMENT
- E. ASSIGN ENVIRONMENT TO ORGANIZATIONAL UNITS

IV. SURVEY DATA

- A. CREATE SURVEY
- B. EDIT SURVEY DATA
- C. SURVEY UPDATE
- D. REPLICATE SURVEY DATA
- E. DISPLAY SURVEY DATA
- F. PRINT SURVEY DATA
- G. UPDATE ENVIRONMENTS

V. HAZARD DATA

- A. LOCATION LIST
- B. EDIT/UPDATE HAZARD DATA
- C. HAZARD DATA ENTRY
- D. DISPLAY/PRINT HAZARD DATA

\*VI. MAINTENANCE

- A. AGENCY/SITE/ENVIRONMENT FUNCTIONS
- B. SECURITY FUNCTIONS
- C. MEDICAL EXAM FUNCTIONS
- D. SYSTEM TABLE EDIT
- E. PERSONNEL FILE FUNCTIONS

- F. PERSONNEL FILE FUNCTIONS
- G. REPORT FUNCTIONS
- H. DIRECTORY MAINTENANCE
- I. FORM MAINTENANCE

\*MAINTENANCE functions are available only to the System Manager and are described in the system managers' guide.

### III. DESCRIPTIONS OF OHS OPTIONS

Although an extensive amount of help is available throughout NOHIMS, a brief description of each option is provided in this section to give the user an overview of the entire system.

#### 1. AGENCY DATA

This module allows the organizational structure of the agency to be defined to the system. This includes the number and titles of all organizational levels within the agency. For example, a small agency might contain only two organizational levels; department and division. Within these, there may be any number of units or groups at both the department and division level. This module also contains the names and codes of all units at each level of the organization. This organizational structure should not be confused with the physical location of each unit within the agency.

##### A. DEFINE ORGANIZATION

This option is used to initially enter information about the organization. The information required includes number of levels within the organization, titles of those levels, and the names and codes of all the groups in that organization.

##### B. EDIT/UPDATE ORGANIZATION

This option allows the user to change names, acronyms, or codes of any of the groups within the organization. It also allows one to add groups to or delete groups from the organization as necessary.

##### C. PRINT/DISPLAY ORGANIZATION

This option allows the user to print or display the organizational structure of an agency. The user may specify that the total agency be displayed or specify that the display should be restricted to groups within a specific level of the agency (e.g., all the divisions within a specific department).



## 2. PERSONNEL DATA

The personnel module provides a complete accounting of all employees. The data available on each person includes name, social security number, employee number, job title, sex, birthdate, activation or arrival date, organizational unit assignment, and workplace assignment.

### A. PERSONNEL DATA ENTRY

This option allows the user to enter the above personnel information for all employees at an agency.

### B. WORKPLACE ASSIGNMENT/TERMINATION

This option allows user to assign, terminate, or edit an employee's workplace (i.e., physical location) assignment. This option is also used to transfer an employee to another organizational unit or to terminate his/her active status (e.g., if a worker quits, retires, or is terminated).

### C. HAZARD EXPOSURE/EXAMINATION REPORT

This option provides occupational health physician with a report listing the individual employee's basic personnel data and the agents to which he or she is potentially exposed. It also shows the month that the employee is due for physical examination and supplies a list of clinical and lab tests that should be performed on that individual. The specific medical surveillance protocol for an individual is determined by the hazardous exposures of the individual employee as determined by the environmental survey data provided by the industrial hygienist.

### D. TRAINING HISTORY

This option allows the user to keep track of all formal training classes the employee has completed. This includes classes about hazardous substances, equipment use, first-aid, and other emergency procedures. Data such as title of class and date of completion become part of each employee's personnel record through utilization of this module.

### E. SAFETY EQUIPMENT

This option is used to enter and retrieve information about safety equipment (e.g., earplugs, safety shoes, safety glasses, respirators) issued to an employee. This includes make, model and serial number, and date of issue of each piece of equipment and date equipment was returned.

### F. EDIT/UPDATE PERSONNEL DATA

This option allows the user to make any corrections that may be necessary in an existing personnel record.

### G. DISPLAY/PRINT PERSONNEL DATA

This option allows the user to print or display personnel data contained in the system including information such as organizational and workplace assignment, birthdate, social security

number, and employee number. Using this information and the SURVEY DATA information, one can determine potential exposures for the designated employee.

### 3. ENVIRONMENT DATA

The environment data module compiles a list of all environments contained in the agency. This list is a master file which is consulted whenever a person is assigned a work environment or survey data are entered. For example, upon entering survey data the user specifies the environment surveyed by selecting an environment from this list. If the environment surveyed does not appear on this list, then the user must define the environment thereby adding it to the list so that it may be selected and attached to the survey. Using this same list and procedure to assign work environments to individuals insures that the survey data from an environment will be associated with the individuals working in that environment.

#### A. DEFINE ENVIRONMENTS

This option allows the user to define environments contained in an agency. In general, an environment can be anything that can be surveyed. Therefore, the system allows for three different types of environments to be defined:

1. LOCATION - A physical location (e.g., BLDG 100, RM 205, PAINTING AREA).
2. EVENT - A unique or unusual environmentally impacting occurrence (e.g., a spill or leak).
3. OCCUPATION - A particular occupation that causes the worker to be exposed to certain hazardous substances due to the nature of his/her job (e.g., painter).

#### B. PRINT/DISPLAY ENVIRONMENTS

This option is used to print or display any or all of the environments that have been defined to the system. The user may select the environments to be displayed by description (e.g., all environments in a specific building) or by organizational unit (e.g., all environments assigned to a specific department).

#### C. LIST WORKER ASSIGNMENTS

This option is used to show which workers are assigned to a specific environment (e.g., a list of all workers in BLDG 100, RM 205, PAINTING AREA).

#### D. EDIT/UPDATE ENVIRONMENTS

This option allows the user to edit any of the environments in the system (e.g., change BLDG 100, RM 205 from "PAINTING AREA" to "SANDBLASTING AREA"). The previous environment description is archived in the system along with the date of the edit or update.

#### E. ASSIGN ENVIRONMENT TO ORGANIZATIONAL UNITS

This option is used to assign an environment to an organizational unit. For example, if personnel in the Administrative Department work in BLDG 2, RM 100, then this option would be used to assign BLDG 2, RM 100 to the Administrative Department.

### 4. SURVEY DATA

This module handles information collected by industrial hygienists about the environments at an agency. This includes information about substances in the specific environment, usage rates, and engineering controls.

#### A. CREATE SURVEY

This option is used to enter industrial hygiene survey data. The survey data are originally captured on standardized survey forms which are completed by the industrial hygienists when they do an environmental survey. Data are then entered into the system via CRT utilizing a menu driven system of prompts.

#### B. EDIT SURVEY DATA

This option is used to edit survey data which have been entered into the system. This option is for correcting errors, not updating.

#### C. SURVEY UPDATE

This option is used to update survey data in the system. Its function differs from the EDIT option because its purpose is for entering new or more current information about the environment whereas, the EDIT option is used to make error corrections.

#### D. REPLICATE SURVEY DATA

This option allows the user to replicate an industrial hygiene survey without re-entering all the data items again. The user can use the EDIT option to make minor changes as necessary and finally assign the modified survey to a new environment.

#### E. DISPLAY SURVEY DATA

This option is used to display industrial hygiene survey data for a specific environment. The user denotes the environment to the system (e.g., BLDG # and RM #) and the system gives the user the survey identification numbers for all surveys done on that environment. The user then picks the survey(s) he or she is interested in and the system will display the survey data.

#### F. PRINT SURVEY DATA

This option allows the user to print, on hard copy, the same information obtained using the DISPLAY option.

#### G. UPDATE ENVIRONMENTS

This option is used to update the environments that are assigned to a survey.

### 5. HAZARD DATA

The hazard data module handles entry, storage, and retrieval of information about hazardous or potentially hazardous substances that may be used at the agency. The data include information such as that found on Material Safety Data Sheets. For example, these data include TLV's, PEL's, NIOSH and NAVY exposure limits, synonyms, CAS codes, and medical monitoring requirements for each agent.

#### A. LOCATION LIST

This option is used to list the locations (environments) at the agency, where a specific hazardous substance is used or stored.

#### B. EDIT/UPDATE HAZARD DATA

This option allows the user to edit or update information that has been entered for a particular substance. For example, the Navy may set new exposure limits for a substance. The hazard data for that substance would then be updated to reflect this change. The date of the update is also stored as part of the record.

#### C. HAZARD DATA ENTRY

This option is used to input information about additional hazardous or potentially hazardous agents.

#### D. DISPLAY/PRINT HAZARD DATA

The option is used to display or print information about an agent, including survey locations. The user need only specify the agent by primary name or synonym and the system will print or display all information regarding that agent.

### IV. SYSTEM LOGON PROCEDURES AND OPERATING CONVENTIONS

In this section the conventions for operating the system are described. These conventions are designed to make the system easy to use while permitting complex information processing to take place.

First, the procedures for entering the system are outlined.

These are very important because they establish the communication link between the user and OHS. (There may be some variation in the logon procedures from one facility to another; however, any differences should be minor).

A) Switch POWER to "ON" at your terminal. Your system manager will show you how to turn the terminal on.

B) While pressing CONTROL (CTRL) key, press "C" at same time.

C) Screen will then look like this:

DSM-11 VERSION 2.0 DEVICE #66 UCI:

D) At this time you enter the System access code. Then press RETURN key.

E) The prompt you will see displayed looks like this:

ENTER ID >

F) Then enter your own three-letter ID code (password) that your system manager assigned you. Then press RETURN.

G) You are now communicating with the OHS system. The display will look like this:

OHS OPTION >

After gaining access to OHS, you must be able to tell the system what you want it to do. In order to do this, you must learn a few general conventions of OHS. Once you become familiar with them, you will be able to use the system correctly and efficiently.

1. The system will prompt you for responses by displaying a right caret (>). If you don't know how to respond to the prompt, press the question mark (?) key, then the RETURN key. The system will then help you by displaying the appropriate responses or form of response followed by the original prompt.

2. Always remember that after every response you enter (type on the keyboard), you must press the RETURN key. Think of it as typing a message on the screen, and then sending it (that's when you press the RETURN key). If you don't send the message, OHS will never receive it and, therefore, not know what you want it to do.

3. When responding to the prompt, you may enter an entire word or phrase (or just enough letters to distinguish the response from all other responses appropriate to the prompt). For example, when the system prompts you, "AGENCY DATA OPTION>", and you want to respond, "DEFINE ORGANIZATION" you would key in only the first letter (D) of the response (in this case "DEFINE ORGANIZATION") on the screen.

4. Some NOHIMS prompts or requests are followed by a default response in carets, i.e., ENTER NUMBER OF ORGANIZATIONAL LEVELS<3>. In this case, if <3> were the appropriate response, all you would have to do is press the RETURN key and the system would accept "3" as your response. If you wanted to respond with "4" you would key in "4" and then press RETURN. The system is set up this way in order to save keystrokes (and thus time and effort) when entering data. In the event that a default value is displayed and you do not wish to accept the default nor enter any data, enter a slash (/).

5. If you type in the wrong letters and want to erase them, you can do so by pressing the delete (DEL) key. You must, however, do this before pressing the RETURN key.

Each time you press the delete key, the curser will backspace one space and erase the character in that space.

6. If you've already pressed the RETURN key and realize you've made an error, you can still correct it by pressing ^ (called the "up arrow") before hitting RETURN again. You will then see the previous prompt with its response in carets. You can then key in the correct response, or accept the response in carets "<>" by pressing RETURN.

7. To return to the first request in the series you are working in, press the ^Q keys. The information you have entered in that series will be ignored. If you want to quickly back out of (EXIT from) the system, press ^Q after each prompt until OHS ceases to display prompts and instead displays "EXIT."

8. OHS has a built-in time-out device. If you do not respond to a prompt within the pre-set time limit, OHS will return you to the first request in the series that you are working in. After a somewhat longer period, it will exit you from the system. The reason for this is security. If you have to leave the terminal in a hurry and forget to exit, someone else, who is not authorized, could come along and have access to information that may be classified.

9. When looking up a person in the PERSONNEL module, you need only enter the first two letters of the person's last name, followed by a comma (,) and the first initial of the person's first name (e.g., for Joe Ford you would enter FO,J).

One final note: OHS is basically self-instructional through the use of the question mark (?), but the information contained in this guide is designed to serve as an aid in helping you to learn how to utilize the system's full potential quickly and easily.

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